

GENERAL, ADMINISTRATIVE AND MISCELLANEOUS

1-7. Personnel Action

1. AUTHORITY. To approve all personnel actions, except those with respect to: Schedule C employees and positions; actions involving personnel and positions that are at Grades GS-16 and above, Administratively Determined (AD), and Career and Non-Career Senior Executive Service (SES); and personnel actions covered under section 6(a)6 of the Inspector General Act.

2. TO WHOM DELEGATED. Regional Administrator, except as limited by 4.b below.

3. LIMITATIONS. This authority does not apply to those personnel actions covered under section 6(a)6 of the Inspector General Act except to the extent the Inspector General delegates his/her authority to the Agency.

4. REDELEGATION AUTHORITY.

a. These authorities are redelegated to the Assistant Regional Administrator for Policy and Management and except as limited by 4.b below, to:

(1) Human Resources Management Officer

(2) Assistant Personnel Officer

b. The following approval authorities are redelegated only to the Director, Personnel Management Division:

(1) Any personnel action affecting PHS Commissioned Officers, except final authorization of short-term government or non-government training, as defined by PHS regulations;

(2) Classification actions affecting Personnel Officer positions and mixed positions that include Personnel and Civil Rights Officer, etc.;

(3) Actions involving the utilization of consultants whose compensation is at a rate in excess of the per diem equivalent of the highest step of GS-15;

(4) Labor-management agreements;

(5) Suitability determinations in cases of falsification of appointment document or applications or other pre-employment matters;

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- (6) Establishment and revision of position classification guidelines;
- (7) Proposed new or revised pay plans and wage schedules for positions not subject to the Classification Act;
- (8) All reduction-in-force actions involving the release from competitive levels of five or more employees;
- (9) Issuing RIF notices more than 90 days before release from competitive level;
- (10) Waiver of the reduction of military retirement pay when special or emergency needs exist;
- (11) Dual employment: payment for more than one position for more than 40 hours per week when required services cannot otherwise be readily obtained;
- (12) Determining that a shortage of eligibles exists and payment of travel and transportation to first post of duty is allowable;
- (13) Making emergency indefinite appointments to continuing positions during a national emergency;
- (14) Extension beyond one month of the emergency appointment of family members to meet urgent needs;
- (15) Waiver of time-in-grade requirements;
- (16) Training in excess of 120 consecutive days or participation in centrally administered training and development programs when available spaces are limited, i.e., Federal Executive Institute, Federal Executive Seminars;
- (17) Development of training plans which substitute intensive training for normal qualification standards requirements;
- (18) Final decisions on repayment and amount of indebtedness to EPA when employees transfer to another agency or branch of government prior to fulfilling their continued service obligation;

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(19) Waiver of the one-year-in-ten restriction on non-government training in those situations covered by the Agency's delegated authority;

(20) Assignment of employees to training outside of the 50 states; and

(21) All classification actions involving the change from one grade level to another or from one system to another of 20 or more substantially similar positions.